

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible supervisory law enforcement positions, the primary duty of which is assisting a Police Captain in managing the activities of an assigned shift. Work is performed under general direction in accordance with accepted police practices and departmental regulations. Work may require the performance of hazardous and strenuous tasks, as well as the exercise of independent initiative and judgement in directing operations and making decisions under emergency conditions that may endanger life and property. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Supervises assigned functions of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Deploys available manpower in the most cost-efficient manner. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members. Reviews incoming communications and routes work to the appropriate person or location. Completes any forms or records needed to document the activities of the department.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as an official department representative at any meetings assigned in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate police personnel. Reviews work to be done and delegates assignments. Outlines responsibilities and duties, sets task priorities and long term goals, holds meetings to receive reports or disseminate information, inspects the appearance of subordinate personnel; reviews reports written by subordinates, and evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal and solve the problem. Handles employee complaints and grievances. Maintains discipline among employees of the department.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for at least three (3) years.

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